



# The Resume is Evolving

There seem to be new ways of writing and submitting resumes as many people compete for jobs during this economic downturn.

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**T**imes are changing and so are the ways people write and submit resumes to employers. Gone are the days of the simple resume rules that everyone followed: write a one-to-two page resume in chronological format, print it on nice paper and send it to many employers.

If you research resumes, you will find that some experts still recommend the two-page resume, but there seem to be new ways of writing and submitting resumes as many people compete for jobs during this economic downturn and they use technology to assist them. Two pieces of valuable advice for modern resumes seem to be:

*Show the employer that you are a good fit for the job and will be valuable to the company. Tailor each resume you send to the particular job. This means creating the resume to fit the employer and the job. Make sure you incorporate key words from the job description into your resume.*

*Consider including an “accomplishments” section rather than an “experience” section. Evidently employers no longer place a lot of value on experience, they want to know what you can do for their company.*

You can find resume writing tips and examples of resumes on the Internet by using a search engine like Google and

typing in the word “resume.” There are also many books on resume writing. Rather than simply taking off a few lines at the bottom of your resume and adding a few job duties to the top, it is worthwhile for you to do some research and develop a resume that will get results.

Here are some additional tips for people with a long work history:

- Don't put your entire work history on your resume. As a standard rule go back 10 to 15 years. However, if earlier jobs are relevant, list them.
- Your resume can be more than one page. Use your common sense. If it takes

## Resume Tips:

- Do not send 500 cookie-cutter resumes out and expect a response.
- Be careful about posting your resume on job search web sites—make sure you understand how and where it will be posted.
- Target specific companies where you want to work and tailor your resume to fit that employer.
- Try to send or email your resume to a specific person at the company.
- Consider posting your resume on a networking site such as LinkedIn.

more than two pages to list all of the information necessary to get you an interview, it can be more than two pages. But as a standard, try to keep it to two pages.

- Emphasize your current accomplishments related to the job. Don't list every outstanding accomplishment you have had during the past 15 years because it will date you and the hiring manager is most interested in what you have done lately that is related to the job requirements.
- Consider eliminating all dates and just listing the number of years in each job. Some resume experts agree

this is a good strategy while others say it could look like you are trying to hide something. Eliminating college graduation dates, but including employment dates is another suggestion.

- Tone down your resume for a job if you think you might be viewed as over-qualified.
- Use current industry terminology because it will make your resume more up-to-date. Hiring managers will likely be drawn to resumes using familiar words.
- List professional development, trainings, workshops, and new certifications that demonstrate you have kept

your skills and knowledge up-to-date.

- List technical and computer skills and make sure they are current. Don't list software, systems, or computer language that is no longer commonly used.
- Research the company. This will help you write a resume that is tailored to the job and will also help you use industry language.
- Put your email address as a method to contact you.
- Make sure there are no mistakes.

Resume experts encourage a mix of the chronological or function-

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## The Resume is Evolving Cont.

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al resume format or a functional format. The chronological resume is the more standard format and hiring managers are accustomed to seeing it. It lists the jobs you have had starting with the most current. Functional resumes can be used if you are changing careers, have gaps in your work history or want to emphasize overall skills rather than work history. This type of resume emphasizes your skills by listing groups of skills first, followed by your work history.

It is important to have an electronic resume. This is a version of your resume that is not formatted. You should take out all bold, italics, centering, etc. If you are submitting your resume online make sure you use key words because the employer may have a system that scans resumes for these words. You

will find the key words in the job announcement.

Key words are usually industry jargon or job requirements commonly associated with that job. This type of resume is usually sent in an email or cut and pasted online.

As you write your resume, look to the future rather than dwelling on the past. You don't want the tone of your resume to be a list of things you have done for other employers.

Write it in a way that communicates what you can do for the employer that is lucky enough to hire you.

Once you have written a resume that reflects all of your amazing skills and accomplishments, you will no longer be yawning, but feeling quite proud and confident. ✂

